



CONSULATE GENERAL OF THE UNITED STATES
JERUSALEM

IMMIGRANT VISA SECTION

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VISA INSTRUCTIONS AND CHECKLIST FOR IMMIGRANT VISA APPLICANTS

Immediate Family Cases (i.e. Spouse, Child, or Parent of an American Citizen)

Family Preference Cases (i.e. Unmarried and Married Sons/Daughters, or Siblings of American Citizens...)

Our office has received a petition which, if you are qualified, entitles you to an immigrant visa. Carefully read the instructions in this letter and use it as a checklist of the documents you are required to provide during your visa interview. Remember that the instructions below apply to each applicant.

FIRST: If you have not already done so, you should ***immediately*** complete and return to this office the enclosed Form DS-230, Immigrant Visa Application, Part I-Biographic Data. Our office cannot process your case until we receive this form.

SECOND: Obtain all of the following documents on this checklist, if applicable. As you obtain each document, check the box on the checklist before each item. Please **DO NOT** send these documents to our office. If you have not submitted these original documents to the National Visa Center, you should bring these documents to your visa interview. Each applicant (including children) must submit original documents with *an original certified translation of any document* that is not in English, Arabic or Hebrew.

QUICK REFERENCE CHECK LIST:

- ✓ PASSPORT
- ✓ BIRTH CERTIFICATE
- ✓ MARRIAGE, DIVORCE OR DEATH CERTIFICATE, *IF APPLICABLE*
- ✓ POLICE CERTIFICATE
- ✓ PRISON/COURT RECORDS, *IF APPLICABLE*
- ✓ MILITARY SERVICE RECORDS, *IF APPLICABLE*
- ✓ PHOTOGRAPHS
- ✓ EVIDENCE OF FINANCIAL SUPPORT
- ✓ PROOF OF RELATIONSHIP TO THE AMERICAN CITIZEN PETITIONER
- ✓ ENGLISH TRANSLATION OF CIVIL DOCUMENTS LISTED ABOVE THAT ARE NOT IN ENGLISH, ARABIC OR HEBREW.

CHECKLIST WITH DETAILS:

- ☐ **PASSPORT:** Bring your current passport. The passport must be valid for eight months beyond the date of the visa.
- ☐ **BIRTH CERTIFICATES:** You should bring your original birth certificate (or a certified copy from the appropriate issuing government authority) as well as the original birth certificate of every person named in the application, including the petitioner. Each birth certificate must state the names of both parents and the date and place of birth. If you or any of your children were adopted, you should submit a certified copy of the final adoption decree. We will also need an original name change certificate for any individual in the case who has had a name change.

In Family Preference Cases (i.e. F1, F2, F3, F4, or FX), you must present birth certificates for all of your unmarried children under age 21, even if they do not wish to immigrate at this time. If any of your children are deceased, please provide the year of death.

Unobtainable birth certificates: If an official birth certificate is unobtainable, present the best possible secondary evidence, such as a baptismal certificate, hospital certificate, school records, and/or a notarized affidavit from your parents. You will need to explain to the consular officer why the birth certificate is unobtainable at the time of the interview. The consular officer will determine, in his/her discretion, whether the secondary documentation is acceptable.

- ❑ **MARRIAGE CERTIFICATE AND DIVORCE:** If you are married, please bring your original marriage certificate. If you have been previously married, you should bring proof of the legal termination of any previous marriage (e.g. death certificate of spouse, final decree of divorce or annulment).
- ❑ **POLICE CERTIFICATE:** If you are 16 years of age or older, you must provide a police certificate from (1) the country of your nationality; and (2) any other country in which you have lived for more than 12 months after you turned 16 years of age; and (3) any country in which you have been arrested for any reason. Please note that police certificates from certain countries are considered unobtainable. If you are unable to obtain a police certificate from a country, please contact our staff for advice.
 - Israeli citizens or Jerusalem ID holders (*laissez passer*) may request a police certificate for use in their immigration visa application be sent directly to the Consular Section by applying at their nearest police station.
 - All Palestinian ID holders living in the West Bank must obtain a police certificate from the Palestinian Authority Ministry of Interior AND an Israeli police certificate from the Israeli DCO (Civil Liaison Office) in the place of their residence.
- ❑ **COURT AND PRISON RECORDS:** If you have ever been convicted of a crime, you must obtain a certified copy of each court and prison record (court disposition) even if you have been granted amnesty or pardoned in any way. If applicable, you must also provide a certified English translation of the court records.
- ❑ **MILITARY SERVICE RECORDS:** If you served in the military, please bring your original military release certificate (i.e. Israeli Defense Forces – form 807, obtained from Ktzin Ha-Ir). If you were exempted from military service, please bring a military exempt certificate (i.e. Israeli Defense Forces – form 830, 830-1, or 830-2). If the document is not in English, Arabic or Hebrew, you will need to provide ***an original certified English translation***.
- ❑ **PHOTOGRAPHS:** You will need one photograph that is 2 inches by 2 inches (~50x50mm) in size with a white background taken within the last six months. The photograph should be taken with the applicant directly facing the camera. Head coverings are permitted; however, the photograph must clearly show the face of the applicant from the crown of the head (hairline) to the tip of the chin and from ear to ear. It is preferable to have the ear exposed. All photographs must comply with our strict requirements. For more details see: http://jerusalem.usconsulate.gov/photo_requirements.html
- ❑ **EVIDENCE OF FINANCIAL SUPPORT:** In order to establish that you will not be a financial burden on the United States Government, you must meet the financial guidelines set forth at: <http://www.uscis.gov/files/form/i-864p.pdf>. To satisfy these requirements, you must bring the following documents to the interview:
 1. An original Form I-864, signed by the petitioner for each beneficiary, along with a copy of the petitioner's current tax returns (Forms 1040 and W-2 -- his or her employer's statement of income to the Internal Revenue Service). If the petitioner files taxes with his or her spouse, you should also provide an originally signed Form I-864A from the petitioner's spouse. If the petitioner did not file



taxes during the previous tax year, you must bring a “no tax letter”, signed by the petitioner, stating why she or he did not file taxes (i.e. no income during the previous year). **Please keep in mind that you must provide an original signed Form I-864 by the petitioner, even if the petitioner’s income does not qualify and you have a qualified joint sponsor.** When a U.S. citizen parent applies for a child under the age of 18 (IR2 or CR2 cases), we will need a signed I-864W for each child instead of an I-864.

2. If the petitioner cannot meet the financial guidelines (set forth at: <http://www.uscis.gov/files/form/i-864p.pdf>), then each beneficiary will need a joint sponsor. The joint sponsor should provide an original signed Form I-864, together with proof of legal residence status in the United States (e.g., copy of U.S. passport, U.S. birth certificate, naturalization certificate etc.) and copy of his or her current tax returns (Forms 1040 and W-2). If the joint sponsor files taxes with his or her spouse, you should also provide an original signed Form I-864A from the joint sponsor’s spouse.

- ☐ **PROOF OF RELATIONSHIP:** You should bring **original documents** that establish your relationship to the petitioner. For instance, if your parent is the petitioner, your original birth certificate will suffice. If you are the spouse of the person being petitioned, you will need to bring your original marriage certificate and additional proof of your relationship (photos, letters, emails, etc.). If your brother or sister is the petitioner, you will need to provide your original birth certificate and your sibling’s original birth certificate. If your step-father is your petitioner, you will need to provide your birth certificate, your mother’s birth certificate, the divorce decree between your mother and father (or your father’s death certificate), and your mother and step-father’s marriage certificate. **These are just examples for purposes of illustration, and they are not intended to be a complete list of the kinds of relationships that must be proved at the interview (or the documents that may be required).**
- ☐ **ENGLISH TRANSLATIONS OF CIVIL DOCUMENTS:** You should provide a certified English translation of all documents that are not in English, Arabic or Hebrew.

THIRD: As soon as you have obtained ALL of the documents that apply in your case, you should read, sign, and date the following statement and return it to this office via postal mail or email. You will then be scheduled for a visa interview. You will receive no communication from our office until **you request an appointment**. You should bring ALL of the required documents and the application forms with you to the interview.

After we hear from you, we will send you an appointment letter along with instructions for a medical examination. This will happen approximately one month before your interview with a consular officer. Normally you will not receive any further correspondence from this office until the appointment is scheduled.

As of February 2011, the total fee for an immigrant visa is \$404 U.S. Dollars, or in Israeli Shekels at the current Consulate established exchange rate. (This fee is subject to change based upon the current Department of State Schedule of Fees: http://travel.state.gov/visa/temp/types/types_1263.html#perm) In many cases this fee has been paid by the petitioner in the United States. If the fee was not paid in the U.S, you must pay the fee on the day of the interview with the Consular cashier before you will be interviewed by a consular officer. All fees are non-refundable. Payment can only be made in cash or credit card (all major credit cards accepted except IsraCard). No personal checks will be accepted. This fee is in addition to the fee required to file the I-130 petition.

You should only contact this office to report a CHANGE OF ADDRESS, change of your personal status (such as a marriage), the death of the petitioner, or the birth of a child. Please do not send any documents to this office unless you are specifically requested to do so.

Enclosures:

- Form DS-230 Part I, Application for Immigrant Visa and Alien Registration – Biographic Data Form
- Preparing Affidavit of Support Forms – I- 864, I-864EZ, I-864A, and I-864W

REQUEST TO SCHEDULE AN INTERVIEW (DS-2001)

I have in my possession and am prepared to present all of the listed documents that apply to my case. I understand that if any of the required documents or forms is missing when I appear for my appointment, my appointment will be canceled and rescheduled for a later date. I fully realize that no assurance can be given whether I will be issued an immigrant visa until after I am interviewed by a consular officer. At the time of my scheduled interview, I intend to apply: (check appropriate box)

- ☐ Alone
- ☐ Together with the following children: (Print names of each child who will accompany you below)

Date: _____

Case number (From Address Label): _____

Print Name: _____

Signature: _____

Current Address: _____

Phone Number: _____

Email Address: _____

Name(s) of children (if any) who will accompany you: _____

**YOU WILL BE SCHEDULED FOR AN APPOINTMENT AFTER YOU RETURN THIS FORM
VIA POSTAL MAIL (P.O. Box 290, Jerusalem 91002)
OR EMAIL (jerusalemIVinquiries@state.gov).**

Preparing Affidavit of Support Forms – I-864, I-864EZ, I-864A, and I-864W

In order to establish that you will not be a financial burden on the United States Government, you must meet the financial guidelines set forth at: <http://www.uscis.gov/files/form/i-864p.pdf>. In most cases, applicants will submit form I-864; however, you should review these instructions carefully to ensure that you submit the correct Affidavit of Support, thus avoiding delays on your case.

1. **Review** the General Information and FAQ located at:
http://travel.state.gov/visa/immigrants/info/info_3183.html
2. **Review** page 1 of the I-864W (<http://www.uscis.gov/i-864w>), Intending Immigrant's Affidavit of Support Exemption Form, to determine if the petitioner is exempt from the Affidavit of Support Requirement. This form is generally applicable when filing for children under the age of 18 (IR-2 cases).
3. **Download** the I-864P (<http://www.uscis.gov/files/form/i-864p.pdf>) - Poverty Guidelines.
4. **Review** page 1 of the I-864EZ (<http://www.uscis.gov/i-864ez>) - Affidavit of Support Form, to determine if the petitioner is eligible to submit the I-864EZ.
5. If these forms do not apply, **the petitioner is required to submit an I-864** (<http://www.uscis.gov/i-864>) - Affidavit of Support - and possibly an I-864A (<http://www.uscis.gov/i-864a>) - Contract Between Sponsor and Household Member - as well.
6. **Complete** the appropriate Affidavit of Support form. **When completing the forms**, please keep in mind:
 - ⌚ The Department of State prefers that the Affidavit of Support form(s) be completed on your computer using CAPITAL letters.
 - ⌚ Following the detailed instructions included with each form (I-864W, I-864EZ, I-864, and I-864A) is very important.
 - ⌚ There must be an original signature on each form; photocopies or fax copies will not be accepted.
7. After completing the form on the computer, **print** it. *The forms cannot be submitted electronically.*
8. **Review** the appropriate checklist to verify that the proper form has been completed correctly. These checklists are contained at the end of this document.
 - I. Intending Immigrant's Affidavit of Support Exemption, Form I-864W, Checklist
 - II. I-864EZ, Checklist
 - III. Affidavit of Support, Form I-864, Checklist
 - IV. Joint Sponsor's Documents (if required), Form I-864A, Checklist
 - V. Household Member's Documents (if required), Form I-864A, Checklist

***Important Notice for Sponsors:** The Affidavit of Support forms are not required to be notarized. By signing an Affidavit for Support the sponsor certifies under penalty of perjury that the information provided and any transcript and/or photocopy of tax documentation is true and correct. You can open the forms using Adobe Reader, which can be downloaded for free from <http://www.adobe.com>.

Checklists for Preparing Affidavit of Support Forms

I. Intending Immigrant's Affidavit of Support Exemption, Form I-864W, Checklist

Verify that, as detailed in the I-864W instructions, the Affidavit of Support is not required. The I-864W should be completed ONLY IF the intending immigrant:

- ⌚ Has, or can be credited with, 40 quarters of covered employment
 - As proof, you must attach a signed statement from the person who earned the quarters.
 - You must attach an earnings and benefits statement from the Social Security Administration (SSA) showing the number of qualifying quarters he or she has earned. To make a request to the SSA use Form SSA-7004-SM, or in the U.S. call the SSA's toll free number, 1 800-772-1213.
- ⌚ Is a self-petitioning widow/widower.
- ⌚ Is the battered spouse of U.S. citizen or the child of battered spouse of a U.S. citizen.
- ⌚ Is a child, who meets the requirements under the Child Citizenship Act of 2000 (CCA) to become a U.S. citizen immediately upon entry under into the U.S.

Checklists for Preparing Affidavit of Support Forms

II. Affidavit of Support, Form I-864, Checklist

1. **Ensure** that:

- ⌚ All pages are in the correct order and stapled together.
- ⌚ Each page is filled-out completely.
- ⌚ The form is signed originally; photocopy or fax copies will not be accepted.

2. **Verify** that all family members (a spouse and/or children) listed on the same petition as the sponsored immigrant that are either traveling with the sponsored immigrant (or will be traveling within six months of the immigrant's entry into the U.S.) have been listed on the I-864 IF the sponsor is sponsoring them, and they are either traveling with the immigrant, or within six months of the immigrant's entry to the U.S.

3. **IF the sponsor filed taxes**, the sponsor **MUST** submit a copy of the most recent federal income tax return (1040s) with all supporting schedules and/or W-2s or an Internal Revenue Service (IRS) transcript (even if the sponsor filed electronically). To request IRS-generated transcripts or copies of a tax return, visit the IRS website at <http://www.irs.gov/>.

- ⌚ The tax return must have all pages in the correct order and stapled together.
- ⌚ If you did not have to file a tax return, attach a written explanation and a copy of the instructions from the IRS publication that shows you were not obligated to file. For general information on income tax obligations, visit the IRS website.

4. **IF the sponsor is submitting assets to meet the minimum income requirement:**

- ⌚ Attach evidence of assets with a cash value that equals at least five times the difference between the sponsor's total household income and the poverty guideline for the sponsor's household size.
- ⌚ Attach evidence of ownership, location and the value of each asset.
- ⌚ Attach evidence of liens, mortgages and liabilities (if any) for each asset.
- ⌚ Attach additional evidence, when annual income does not meet minimum income requirements. Evidence of current employment or self-employment includes a recent pay statement or a statement from your employer on business stationery. The letter from the sponsor's employer should show the beginning date of employment, type of work done and income.

Checklists for Preparing Affidavit of Support Forms

III. Affidavit of Support, Form I-864EZ, Checklist

1. **Verify** that the person completing the form IS the person who filed the petition.
2. **Verify** that the sponsor is **only using his or her own employment** to meet the affidavit of support requirements.
3. **IF the sponsor** is sponsoring any family members of the intending immigrant that are listed on the same petition as the sponsored immigrant, the sponsor **MUST** complete an I-864.
4. **IF the sponsor filed taxes**, the sponsor **MUST** submit a copy of the most recent federal income tax return with all supporting schedules and/or W-2s or an Internal Revenue Service (IRS) transcript (even if the sponsor filed electronically). To request IRS-generated transcripts or copies of a tax return, visit the **IRS** website at <http://www.irs.gov/>.
 - ⌚ The return must have all pages in the correct order and stapled together.
 - ⌚ If you did not have to file a tax return, attach a written explanation and a copy of the instructions from the IRS publication that shows you were not obligated to file. For general information on income tax obligations, visit the **IRS** website.
5. **Ensure** that:
 - ⌚ All pages are in the correct order and stapled together.
 - ⌚ Each page is filled-out completely.
 - ⌚ The form is signed originally; photocopy or fax copies will not be accepted.
6. **IF the sponsor is submitting assets to meet the minimum income requirement**, the sponsor **MUST** complete an I-864.

Checklists for Preparing Affidavit of Support Forms

IV. Joint Sponsor's Documents (if required), Form I-864A, Checklist

1. **Verify** that the person submitting the form meets the definition of a joint sponsor and NOT the definition of a household member.
2. **Ensure** that:
 - ⌚ All pages of the I-864A are in the correct order and stapled together.
 - ⌚ Each page is filled-out completely.
 - ⌚ The form is signed originally; photocopy or fax copies will not be accepted.
3. **Verify** that the petitioner has submitted an I-864 or I-864EZ.
4. **Verify** that all family members (a spouse and/or children) listed on the same petition as the sponsored immigrant that are either traveling with the sponsored immigrant (or will be traveling within six months of the immigrant's entry into the U.S.) have been listed on the I-864 IF the joint sponsor is sponsoring them, and they are either traveling with the immigrant, or within six months of the immigrant's entry to the U.S.
5. **Verify** that the joint sponsor has submitted proof of U.S. Citizenship or Permanent Resident status.
6. **IF the joint sponsor filed taxes**, the joint sponsor **MUST** submit a copy of the most recent federal income tax return with all supporting schedules and/or W-2s or an Internal Revenue Service (IRS) transcript (even if the sponsor filed electronically). To request IRS-generated transcripts or copies of a tax return, visit the IRS website at <http://www.irs.gov/>.
 - ⌚ The return must have all pages in the correct order and stapled together
 - ⌚ If you did not have to file a tax return, attach a written explanation and a copy of the instructions from the IRS publication that shows you were not obligated to file. For general information on income tax obligations, visit the IRS website.
7. **IF the sponsor is submitting assets to meet the minimum income requirement:**
 - ⌚ Attach evidence of assets with a cash value that equals at least five times the difference between the sponsor's total household income and the poverty guideline for the sponsor's household size.
 - ⌚ Attach evidence of ownership, location and the value of each asset.
 - ⌚ Attach evidence of liens, mortgages and liabilities (if any) for each asset.
 - ⌚ Attach additional evidence, when annual income does not meet minimum income requirements. Evidence of current employment or self-employment includes a recent pay statement or a statement from your employer on business stationery. The letter from the joint sponsor's employer should show the beginning date of employment, type of work done and income.

Checklists for Preparing Affidavit of Support Forms

V. Household Member's Documents (if required), Form I-864A, Checklist

You need a separate Form I-864A Contract Between Sponsor and Household Member for **each** household member whose income and assets are to be considered.

1. **Verify** that the person submitting the form meets the definition of a household member and NOT the definition of a joint sponsor.
2. **Ensure** that:
 - ⌚ All pages are in the correct order and stapled together.
 - ⌚ Each page is filled-out completely.
 - ⌚ The form is signed originally; photocopy or fax copies will not be accepted.
3. **Verify** that the household member completed the household member's information.
4. **Verify** that the sponsor completed the sponsor's information.
5. **IF the household member filed taxes**, the household member **MUST** submit a copy of the most recent federal income tax return with all supporting schedules and/or W-2s or an Internal Revenue Service (IRS) transcript (even if the household member filed electronically). To request IRS-generated transcripts or copies of a tax return, visit the IRS website.
 - ⌚ The return must have all pages in the correct order and stapled together.
 - ⌚ If you did not have to file a tax return, attach a written explanation and a copy of the instructions from the IRS publication that shows you were not obligated to file. For general information on income tax obligations, visit the IRS website at <http://www.irs.gov/>.
6. **IF the household member is submitting assets to meet the minimum income requirement:**
 - ⌚ Attach evidence of assets with a corresponding cash value
 - ⌚ Attach evidence of ownership, location and the value of each asset
 - ⌚ Attach evidence of liens, mortgages and liabilities (if any) for each asset
 - ⌚ Attach additional evidence, when annual income does not meet minimum income requirements. Evidence of current employment or self-employment includes a recent pay statement or a statement from your employer on business stationery. The letter from the household member's employer should show the beginning date of employment, type of work done and income.